

HOPI HEAD START PROGRAM

SPECIAL NEEDS COORDINATOR

INTRODUCTION: The Hopi Head Start Program recruits and selects dynamic, well-qualified staff that possess the knowledge, skills and experience to provide high quality, comprehensive and culturally sensitive services to children and families in the program. This position is responsible for the development of Head Start children with developmentally delayed disabilities and carrying out the goals and objectives in compliance with the Head Start performance standards.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Provides continuous assistance to Head Start Center staff in the delivery of services, assessments/referrals, development procedures of record keeping and training materials for staff and parents; provides training to comply with needs assessment. Evaluates program to ensure the special needs of children are met.
2. Observes and records behavior and adjustment problems of pre-school students; discusses analysis and referrals with parents/guardians and Head Start Center staff; obtains parental consent for special testing/analysis.
3. Serves as primary liaison with Public Health Service (PHS) medical staff, Behavioral Health Services and medical specialists/consultants, Head Start administration staff, parents and guardians to coordinate student screening, evaluation, testing and assessments; identifies and makes referrals to appropriate resource programs to meet the specific needs of the student, i.e., physical, mental and social. Obtains diagnostic evaluations and reports completed by professional evaluators to confirm disability; interprets and discusses diagnosis with parents/guardians.
4. Organizes and coordinates an inter-disciplinary team consisting of the child, teacher, home visitor, parents/guardians and a professional member of the multi-disciplinary team who evaluated and developed the student's Individual Education Plan (IEP). Assists in completing and implementing student IEPs with parents; provides mental health services through regular group meetings of parents and Head Start Center program staff.
5. Facilitates and assists in the completion of all in-kind reports.
6. Reports suspected child abuse cases in written form to the appropriate responsible agency(ies).
7. Consults regularly with parents and staff on the progress of the Special Needs Program and students enrolled in the program. Plans and coordinates special needs in-service training for staff and parents.
8. Performs other duties as assigned and authorized to achieve program goals and objectives.

COMPLEXITY: The work typically includes different and related processes and methods. Decisions regarding what needs to be done include the assessment of unusual circumstance, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpretation of considerable data, planning of the work and refining the methods and techniques.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the program Director. The supervisor makes assignments by defining objectives, deadlines and assists employee with unusual situations, which do not have clear precedents. The employee plans and carries out the assignments independently referring problems and unfamiliar situations to the supervisor for assistance. Work is reviewed for compliance with established objectives, instructions, policies and adherence to establish program guidelines and tribal procedures.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, parents, local school principals, Hopi Tribal Council, related committees, contact schools, Indian Health Services, Arizona State Department of Education, Nutrition Department and the general public. The purpose of these contacts is to advise or coordinate work efforts and to exchange factual information.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: Work is performed in a standard office environment and in a classroom setting. The work requires physical exertion such as long periods of standing. Moderate to frequent travel within service area by automobile and travel off-reservation to attend training's or conferences is required. The incumbent must maintain a flexible schedule to meet the needs of the programs.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Associate's Degree in Social/Behavioral Science, Special Education or related human services field;

AND

B. Training : Certificate of completion in Pre-School Disabilities (Special Needs) identification and mental health and completion of Child Development Assessment certification;

AND

C. Experience: Two (2) years work experience in special education or social work, which includes assessment and evaluation of educational services

OR

D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Working knowledge of pre-school teaching principles & practices and child development
- Working knowledge of the cultural and socio-economic background of the Hopi Tribe
- General Knowledge of PL-94-142 and PL-99-459 (Special Needs laws and requirements)
- Knowledge of screening and referral services for children of special needs;
- Knowledge of audiovisual equipment and testing for parent and classroom training
- Working knowledge of pre-school age health practices and classroom safety procedures

B. Skills :

- Skill in using developmental screening tools, providing special needs training and information, providing referral services
- Excellent verbal and written communication skills to prepare correspondence, reports and conduct public meetings and presentations

C. Abilities :

- Excellent human and public relations skills
- Ability to compile statistical data, prepare monthly, quarterly and annual reports
- Ability to establish and maintain effective working relationships with students, parents, staff and other agencies
- Ability to observe and complete accurate anecdotal records; ability to adhere to professional standards of protecting the confidentiality of client information

NECESSARY SPECIAL REQUIREMENTS:


1. Possess or be able to obtain a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete/pass a background investigation & fingerprint check in accordance with Hopi Tribal policy.
3. Must satisfactorily complete an annual physical examination (including tuberculosis screening) and drug & alcohol test.
4. Possess or obtain a food handler's card and maintain certification.
5. Possess or obtain a First-Aid and CPR certification and maintain certification.
6. Must satisfactorily complete an annual physical examination and drug & alcohol test.
7. Speak and understand the Hopi or Tewa language.

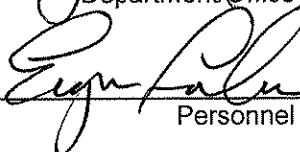
DESIRED QUALIFICATIONS:

1. Prefer teaching experience with pre-school age children.

CONDITIONAL APPOINTMENT:

This position is seasonal in nature for the duration of the current school year.

REVIEWED BY:  _____ Date _____
Department Office Hiring Authority

APPROVED BY:  _____ Date 9-9-05
Personnel Director

RANGE: EXEMPT [32]
09/2005(nfp)